

COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

GALVESTON COUNTY

123 ROSENBERG 4TH FLOOR GALVESTON, TEXAS 77550
409-766-2425 FAX: 409-770-5530



Janis Bane, Director

Dan Moore, Deputy Director

JOB ANNOUNCEMENT

JOB TITLE: Receptionist

LOCATION: Galveston, Texas

DUTIES: A Receptionist for Galveston County CSCD performs the following duties:

- Answers phone and greets individuals in a prompt and professional manner.
- Takes messages and forwards messages promptly to appropriate personnel.
- Maintains sign-in sheets for probationers.
- Monitors waiting area.
- Receives probationers, prints report forms, and directs to appropriate officers.
- Is responsible for all incoming mail, including opening, date stamping, and distributing to appropriate personnel.
- Faxes communications and distributes as needed.
- Maintains copies of department job applications and distributes to applicants as needed.
- Performs other duties as assigned.

QUALIFICATIONS:

- No experience requirements.
- Ability to read and write at a level commonly associated with the completion of high school or equivalent.

KNOWLEDGE PREFERRED:

- Knowledge of modern office practices and procedures;
- Knowledge of department policies and procedures
- Skill in maintaining accurate files and records
- Skill in operating such office equipment as typewriter, calculator, computer, fax machine, and copier
- Physical condition commensurate with the demands of the position
- Ability to work in a stressful environment

WEEKLY HOURS: 40

SALARY: Commensurate with experience.

CLOSING DATE: When filled.

Individuals interested in applying for this position should send a Galveston County CSCD employment application (found on Galveston County Human Resources website), a resume, certified college transcripts, and a sample of technical writing skills, such as a cover letter, to:

Kelly Bozeman, Branch Manager
GCCSCD
123 Rosenberg, Suite 4040
Galveston, Texas 77550